



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX, KENTUCKY 40121-5000

Expires 17 April 2002

REPLY TO  
ATTENTION OF:

ATZK-CP (690-700)

17 April 2000

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This  
Headquarters

SUBJECT: USAARMC Policy Memo No. 7-00 - Telecommuting Program

1. Telecommuting is an approved arrangement that allows an employee to perform some or all of their duties on one or more days a week at the employee's home or another approved location. The enclosed document contains the procedures and criteria for approval of telecommuting for selected employees. Telecommuting is not a right of an employee but is another tool or method management may approve to accomplish assigned missions.

2. Authority to approve telecommuting agreements is specified in enclosed document and is dependent upon the planned length of the telecommuting arrangement. Proposed telecommuting agreements will be thoroughly reviewed to ensure compliance with program restrictions and that the employee's assigned duties and personal characteristics meet program expectations and requirements. Note that this policy only authorizes telecommuting for short-term periods; long-term or permanent telecommuting agreements are not authorized.

3. Any questions should be directed to the Civilian Personnel Advisory Center.

FOR THE COMMANDER:

Encl

FRANK J. GEHRKI III  
Colonel, GS  
Chief of Staff

ATZK-CP

SUBJECT: USAARMC Policy Memo No. 7-00 - Telecommuting Program

DISTRIBUTION:

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DCG, USAARMC

CDRS, Fort Knox Partners in Excellence

## Fort Knox Telecommuting Program

1. General. Telecommuting is work of an employee on 1 or more days a week at home or another approved location. Telecommuting has the potential to benefit the employer and employee and may be used for short-term situations that include special work projects or tasks and as a temporary accommodation for persons with disabilities. For example, an employee may be able to complete a project more quickly away from the day-to-day demands of the office or an employee incapacitated by illness or injury may be able to perform some work at home. Benefits of telecommuting include increased productivity and retention of qualified employees. When telecommuting, the employee may not use duty time for dependent care or any purpose other than official duties. Permanent telecommuting arrangements, either full-time or part-time will not be approved.

2. Position Requirements. Telecommuting may be approved for employees in positions involving duties that are suitable for accomplishment at an alternate work site. Duties include those in which productivity is easy to measure, for example, data or word-processing, computer programming, casework, lesson plans, computer graphic design, paper or magazine layout. Duties could also include those that are project oriented such as data analysis, proposal review, literature reviews, and writing reports, regulations and documents. A position that includes duties requiring direct, routine person to person interface with others (e.g. customers) is not normally appropriate for telecommuting.

3. Employee Characteristics. An employee approved for a telecommuting arrangement must be highly disciplined and a self-starter who can establish priorities and manage time effectively without supervision. The employee must be reliable and responsible and have the supervisor's trust. Employees approved for telecommuting must be performing at least at the fully successful or equivalent level. The likelihood of success is diminished if the supervisor of the employee who desires telecommuting is not receptive to new ways of operating or comfortable with managing by results.

4. Telecommuting Agreement. Telecommuting is not a right of the employee. Employee participation is voluntary and subject to management approval. Employees approved for telecommuting will sign the agreement at enclosure 1 (FK Form 5044-R-E). The employee or the supervisor may cancel the agreement.

5. Equipment Costs. Employees may be provided government equipment such as computers and printers for performance of official duties at the telecommuting site. Employees will sign for equipment that is issued under supply accountability procedures. Normally, no additional cost to the government will be incurred in providing equipment to the employee. For example, an employee may be permitted to take their current government equipment to the telecommuting site for use. Additional computer equipment will not be purchased for use at the telecommuting site. A limited exception may be permitted for employees who can be reasonably accommodated under the Rehabilitation Act/Americans with Disabilities Act. When the employee provides their own equipment the government is not liable for equipment damage or repair.

6. Office Supplies and Telephone/Internet Costs. The organization will provide the employee with necessary office supplies. The employee is responsible for paying the costs incurred for installing telephone lines, long-distance telephone calls or internet access charges resulting from telecommuting.

7. Workers' Compensation. Telecommuting employees are covered by the Federal Employees Compensation Act (FECA) and may qualify for payment for on-the-job injury or occupational illness.

8. Official Duty Station. When participating in a telecommuting program the employee's official duty station remains unchanged for purposes of salary rates, locality pay, reduction-in-force retention and travel.

9. Hours of Duty. The employee's work schedule (that may include an alternate work schedule) will be determined by mutual agreement between the employee and supervisor. In the event agreement cannot be reached, the supervisor will make the final determination.

10. Certification and Control of Time and Attendance. Supervisors must report time and attendance to ensure the telecommuting employee is paid for work performed and that absences from scheduled tours of duty are accounted for and recorded. The General Accounting Office requires agencies to provide reasonable assurance that the employee is working when scheduled. For example, by determining the reasonableness of the work output for the time spent or by having the supervisor make occasional telephone calls or visits during the employee's scheduled work time.

11. Position Description and Performance Standards.

Telecommuting will seldom require major changes in position descriptions but may affect factors such as supervisory controls or work environment. Performance objectives for telecommuting employees should be results oriented and should describe the quantity and quality of expected work products. Generally, supervisors will use the same measures of performance for telecommuting employees as employees who perform similar tasks in the regular office.

12. Home Inspections. Supervisors will make sure the telecommuting employee's worksite meets acceptable standards. Employees will complete and present to the supervisor the self-certification safety inspection form. The supervisor may also make on-site inspections with adequate advance notice to the employee.

13. Early dismissals at the official duty station. Employees may not be excused from duty during emergencies that lead to closing or dismissals at the official duty station, when work can proceed in the home. Supervisors may excuse an employee from work for short periods because of power or equipment failure at the alternate work site (home). If such failure is expected to last for an extended period (beyond 1 hour), the supervisor may require the employee to report to the official duty station, temporarily change the tour of duty or grant the appropriate type of leave.

14. Approval procedures. a. For situations in which telecommuting may be appropriate, the supervisor will review the employee's position to determine whether the duties and responsibilities are suitable and can be performed at the employee's home. The supervisor will also consider potential costs to the organization, employee characteristics discussed in paragraph 3 above, and any other appropriate factors.

b. The supervisor will discuss the requirements of the telecommuting agreement with the employee and obtain employee's signature thereon. Telecommuting intended for a short time period (30 days or less) will be signed by the supervisor and forwarded to the Commander/Director of the activity (e.g. CDR, 1<sup>st</sup> ATB; Director, Human Resources; Appropriate Deputy Commander in MEDDAC; Director, Resource Management, HQ, USAREC) for decision.

c. Temporary telecommuting agreements intended for periods exceeding 30 days will be signed by the employee, supervisor and activity commander/director/chief and forwarded to the Chief of Staff for decision (Commanders of DENTAC and MEDDAC). Again, permanent telecommuting agreements are not authorized and will not be approved.

d. In the event the supervisor recommends disapproval of telecommuting, the supervisor will explain to the employee the reasons for the recommendation. If requested by the employee, the supervisor will forward the agreement, as appropriate, to the Commander/Director or Chief of Staff/Commander MEDDAC/DENTAC for decision.

e. A copy of approved agreements will be given the employee, one forwarded to the Civilian Personnel Advisory Center (ATZK-CP), one forwarded to the President, AFGE Local 2302 (for bargaining unit employees) and one copy retained by the supervisor in official records.

15. Grievance/Appeals. Employees may grieve decisions that disapprove participation in the telecommuting program through negotiated or administrative grievance procedures, as applicable.

# TELECOMMUTING AGREEMENT

For use of this form, see USAARMC Policy Memo 7-00, 17 Apr 00, subj: Telecommuting Program

EMPLOYEE NAME:

POSITION:

ORGANIZATION:

1. Agreement. Employee voluntarily agrees to work at the approved alternate workplace indicated below and agrees to follow all applicable policies and procedures. Employee recognizes that such an arrangement is not an employee entitlement but an additional method the agency may approve to accomplish work.
2. Official Duty Location/Work Site. The employee's Fort Knox work location remains the official duty station. The approved telecommuting work site is:  
  
\_\_\_\_\_  
\_\_\_\_\_
3. Salary and Benefits. A telecommuting arrangement is not a basis for changing the employee's salary or benefits. Salary, leave, reduction-in-force retention and travel entitlements are based on the official duty station.
4. Official Duties. Unless otherwise instructed, the employee agrees to perform official duties only at the official duty station or approved telecommuting location. The employee agrees not to conduct personal business while in official duty status at the telecommuting location, e.g., caring for dependents or making home repairs.
5. Work Schedule and Tour of Duty. Employee's official tour of duty will be: (specify days, hours and location, i.e., the regular office or the telecommuting location).  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Leave. Employee will follow established procedures for obtaining approval of leave.
7. Overtime. The employee agrees to work overtime only when ordered or approved in advance by the supervisor and understands that overtime work without such approval will not be compensated.
8. Time and Attendance. The employee will complete FK Form 5044a-R-E (Certification of Time and Attendance) and provide to the supervisor. The supervisor will certify the time and attendance for hours worked at the official duty station and telecommuting location.
9. Security and Equipment. Employee agrees to protect any government-owned equipment and to use the equipment only for officially sanctioned purposes. The agency may install, service, and maintain any government-owned equipment issued. The employee agrees to install, service, and maintain any personal equipment used.
10. Office Supplies and Telephones. The organization agrees to provide the employee with necessary office supplies. The employee is responsible for payment of costs incurred for installation of telephone lines, any long-distance telephone calls or internet access charges resulting from telecommuting.
11. Liability. The employee understands that the government will not be liable for damages to an employee's personal or real property while the employee is working at the telecommuting location except to the extent the government is held liable by the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act.

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, and E.O. 9397.

**PURPOSE:** To document a telecommuting agreement.

**ROUTINE USE:** Used by supervisor and CPAC as a reference for approved agreements. Information may be disclosed to governmental agencies in conduct of official business.

**DISCLOSURE:** Voluntary. Failure to provide information may result in employee not receiving approval for telecommuting agreement.

12. Work Area. The employee agrees to provide a work area adequate for performance of official duties. The FK Form 5044b-R-E (Telecommuting Program Safety Certification) will be signed by the employee and become part of this agreement. The employee agrees to permit the Government to inspect the telecommuting location during the employee's normal working hours to ensure proper maintenance of government-owned property and conformance with safety standards.

13. Telecommuting Workplace Costs. The employee understands the government will not be responsible for any operating costs that are associated with the employee using his or her home as an alternate work site, e.g., home maintenance, insurance, or utilities. The employee does not relinquish any entitlement to reimbursement for authorized expenses (except as stipulated herein) incurred while conducting business for the government, as provided for by statute and regulations.

14. Injury Compensation. The employee understands the Federal Employee's Compensation Act applies if injured in the course of actually performing official duties at the official duty station or telecommuting location. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the telecommuting location and to complete required forms. The supervisor agrees to immediately investigate the notice of injury.

15. Work Assignments/Performance. Employee agrees to complete all assigned work according to procedures and work objectives set by the supervisor. The employee will provide regular reports to assist the supervisor in rating performance. A decline in performance may be grounds for canceling this agreement.

16. Disclosure of Government Records/Information. Employee agrees to protect government/agency records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 U.S.C. 552a.

17. Standards of Conduct. Employee agrees that the agency standards of conduct also apply while working at the telecommuting location.

18. Disciplinary/Adverse Action. Nothing in this agreement will be interpreted in a manner to preclude the taking of any appropriate disciplinary or adverse action against the employee who fails to comply with the provisions of this agreement.

19. Cancellation. After appropriate notice to the supervisor, the employee may cancel this agreement and return to work at the official duty station. After appropriate notice to the employee, the supervisor may cancel this agreement and instruct the employee to return to work on their previous work schedule at the official duty location.

20. Related Documents. Attached are other applicable documents such as work expectations and time periods for routine reporting back to the official duty station.

21. Unless rescinded sooner, this agreement is effective during the period \_\_\_\_\_.

EMPLOYEE'S SIGNATURE:

DATE:

SUPERVISOR'S SIGNATURE:

DATE:

Recommend:

☐

Approval

☐

Disapproval

ACTIVITY COMMANDER/DIRECTOR'S SIGNATURE:

DATE:

☐

Approved

☐

Disapproved

CHIEF OF STAFF/MEDDAC/DENTAC COMMANDER'S SIGNATURE:

DATE:

☐

Approved

☐

Disapproved



**TELECOMMUTING PROGRAM**  
**CERTIFICATION OF TIME AND ATTENDANCE**

For use of this form, see USAARMC Policy Memo 7-00, 17 Apr 00, subj: Telecommuting Program

I certify that for pay period ending \_\_\_\_\_, I worked or was on approved leave as indicated:

First Week

Location

Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Second Week

Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Employee's signature and date \_\_\_\_\_

**TELECOMMUTING PROGRAM  
SAFETY CERTIFICATION**

For use of this form, see USAARMC Policy Memo 7-00, 17 Apr 00, subj: Telecommuting Program

Employee Name: \_\_\_\_\_

Organization: \_\_\_\_\_

I hereby certify that the work area at the telecommuting location identified below is adequate in size and has no safety hazards posing a risk of injury. Lighting is adequate and the electrical system is sufficient for the additional equipment that may be used. I will inform the supervisor of any changes in the telecommuting work location raising safety issues.

The telecommuting location is: \_\_\_\_\_

\_\_\_\_\_

Employee's signature and date \_\_\_\_\_